

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Executive Secretary - Fire Department	<u>Revision Date:</u> 10/2013
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30460

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Fire Chief and Deputy Chief, promotes prevention, mitigation of emergencies and disasters through proper planning, public education and code enforcement by performing secretarial and administrative duties for fire administration. May be assigned administrative duties including training, equipment, etc.

III. Essential Duties:

- Oversee input and completion of payroll for department.
- Complete purchasing requisitions, receive packing slips and documents and coordinate with accounts payable for payment of purchased items.
- Maintain and update the Department and Station activities calendar to include prevention, tours, training, etc.
- Type various office correspondence, memoranda and other documents for administration. Transcribe minutes for meetings.
- Respond to a variety of correspondence using own discretion with minimal direction.
- Maintain appointments and prepare agendas for Fire Chief.
- Handle various specially assigned administrative activities as designated by the Chief or Deputy Chief, including facilitating projects, programs, research and report preparation.
- Order and proctor testing for fire certification program.
- Maintain fire personnel files and confidential records.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.

IV. Marginal Duties:

- Receive, record and balance cash payments.
- Receive and handle telephone calls and walk-in public.
- Order office supplies and equipment.
- Sort and distribute office correspondence.
- Understand ambulance billing procedures and answer questions in the absence of the billing clerk.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a two year certificate or associate's degree in secretarial or business training.

**Experience:** Requires five years' experience in job-related secretarial or business related activities with demonstrated competence; may substitute year for year additional experience for education.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; current applicable computer software programs.

**Responsibility for:** Responsibility for the care, condition and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments and agendas for the Fire Chief.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operations:** Regular use of a computer, printer, copier, telephone system, fax machine and other office equipment.

**Analytical Ability:** Communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; frequently has contact with employees and the public; moderate stooping and kneeling required; employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal; moderate mental pressure and fatigue are present during an average work day due to exposure to deadlines and interaction with the public.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_